



DEPARTMENT OF THE ARMY
OFFICE OF THE SERGEANT MAJOR
203 ARMY PENTAGON
WASHINGTON DC 20310-0200

REPLY TO
ATTENTION OF

DACS-SM

5 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2004 Department of the Army Noncommissioned Officer (NCO) and Soldier of the Year (SOY) Competition

1. The 2004 Department of the Army NCO/SOY competition is scheduled for 12-17 September at Fort Lee, VA and Washington, DC. The specific dates, places, times, and selected common task areas for a hands-on performance test will be announced by memorandum from this office not less than 6 months prior.

2. All Army active duty, National Guard and Reserve Component Soldiers are eligible to compete. It is recognized that some Soldiers may be eligible to compete through more than one avenue, i.e. a MEDCOM Soldier assigned to a FORSCOM unit on a TRADOC installation. No Soldier should be denied the opportunity to compete. Each Soldier should be afforded the opportunity to compete through their most logical chain of command and not arbitrarily disqualified from competition because of their unit of assignment. A listing of eligible MACOMs is provided at enclosure 1. The following criteria apply to candidates:

a. The NCO category includes Corporal through Sergeant First Class with less than 18 years service.

b. The Soldier category includes Private through Specialist.

c. Soldiers who get promoted to Sergeant during or after appearance at the MACOM competition will continue to compete at the Soldier level during the Army competition.

3. Command Sergeants Major in nominative positions will serve as board members. Appointments and board question subject areas will be announced in July 2004. No changes will be made without my approval.

4. The uniform requirements during the competition are as follows:

a. Board members, candidates and supervisors will wear the Army Class A uniform with all authorized awards and decorations for the board appearance.

b. The physical fitness uniform (PFU) will be worn for the APFT. Bring winter top and bottom, black leather gloves (w/ inserts), reflector belt and black knit cap (watch cap).

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c. The battle dress uniform (BDU) will be worn for the performance testing.

d. Candidates will also bring black gloves (w/ inserts), gortex or field jacket, wet weather parka and pants, M40 mask inserts (if applicable), kevlar sweatband, kevlar helmet band with name, subdued rank insignia, and flashlight.

5. MACOMs will submit seven nomination packets for their NCO and Soldier (**original and six copies**). Submit packets no later than 1 August to allow for completion of background investigation checks prior to the competition. Packets should be provided to this office without special covers or binders, as they will be incorporated into group candidate binders provided to board members. Each packet will consist of the following items in the order listed:

a. Cover Nomination Memorandum. (see encl 2)

b. Tab 1. One copy of updated 2A, 2-1 or Enlisted Records Brief.

c. Tab 2. One copy of the APFT scorecard with the most recent test scores posted.

d. Tab 3. NCOs only will provide their last NCOER. If the NCOER does not cover a 12-month period, additional NCOERs will be provided to complete 12 months rated time. Corporals do not require a NCOER.

e. Tab 4. One typed copy of DD Form 2266, Hometown News Release (original packet only).

f. A digital three quarters length photograph (same as used for DA selection boards) along with the Personal Data Sheet (see encl 3) will be provided by email to SSG Wright in this office.

6. Candidates will be assessed on their breadth and depth of knowledge in the following areas:

♦ Military Leadership and Counseling	♦ Military Bearing	♦ NCOER
♦ Common Tasks	♦ Military Justice	♦ PMCS
♦ Current Events	♦ Individual Essay	♦ Supply Economy
♦ Oral Expression and Military Courtesy	♦ NBC	♦ Chain of Command
♦ U.S. Army History	♦ Appearance	♦ Soldier Support Activities/Army Programs
♦ Reporting Procedures	♦ Weapons	♦ Education Programs
♦ Drill and Ceremony	♦ Land Navigation	♦ Sponsorship
♦ Battle Focused Training	♦ First Aid	♦ Uniforms and Awards
	♦ APFT/Physical Fitness	♦ NCO Creed and NCO History
	♦ NCODP	

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7. Responsibilities for planning and coordination are as follows:

a. The Office of the Sergeant Major of the Army:

- (1) Coordinating appropriate awards, incentives, and association contributions.
- (2) Coordinating with the Army leadership's calendars to schedule announcement of the winners.

- (3) Coordinating the Awards Dinner.

b. Training and Doctrine Command, Combined Arms Support Command:

- (1) Receiving candidates and transporting them to Fort Lee, VA.
- (2) Coordinating billeting for candidates and supervisors at Fort Lee.
- (3) Hosting an icebreaker the evening of arrival.
- (4) Coordinating and conducting hands-on performance testing which will include an APFT, M16A2 weapon zero and qualification, land navigation course, hands-on testing of common tasks, and a mystery event.
- (5) Scheduling classroom area for conducting the written essay and a 50 question written exam.
- (6) Transportation to Washington, DC for billeting and board appearance.
- (7) Provide kevlar, kevlar camouflage cover, LBE, two canteens, two ammo pouches, one first aid pouch, and M40 protective mask for each candidate.

c. Human Resources Command:

- (1) Overall event coordination.
- (2) Coordinating board location and conducting board appearance.
- (3) Contracting billeting in Washington, DC for candidates, supervisors and board members.

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(4) Coordinating transportation in and around the Washington, DC area.

8. NCOs and Soldiers competing must meet the following requirements:

a. Height and weight standards IAW AR 600-9.

b. Received no UCMJ punishment or have been under suspension of favorable actions within the last 12 months.

c. Passed an Army Physical Fitness Test within six months prior to the competition.

9. NCO and Soldier candidates will have a background check conducted by the Department of the Army to ensure that their record portrays a positive Army image.

10. The parent command will provide temporary duty orders and funding for the board members, candidates and candidates' supervisors participating in the DA NCO/SOY Competition.

11. Candidates will not be permitted to practice on the Fort Lee/Fort Pickett land navigation courses or fire on the M16A2 ranges for 60 days prior to the competition.

12. Advise all candidates that if they are selected as the 2004 NCO/SOY, they will be reassigned to the National Capital Region for one year with a follow-on assignment of choice. Assignment of choice will be dependent upon Army readiness and MOS availability in the area they are requesting.

13. I request that you not recommend NCOs and Soldiers for awards as they win at the various levels on their way to competing at the Army level. I recommend that we wait until they have completed the competition process prior to you determining an appropriate award.

14. The competition will consist of an APFT, written exam, essay, hands-on common tasks, M16A2 rifle qualification, day and night land navigation to include one-day point found using the Global Positioning System (GPS), a mystery event and a board appearance. Soldiers testing for hands-on common tasks will be tested in the skill level one areas of first aid, NBC, communicate, defense measures, and casualty reporting and handling. NCOs testing for hands-on common tasks will be tested in the skill level two areas of first aid, NBC, survive, navigate and unit operations. All candidates should utilize STP 21-1 Soldiers Manual of Common Tasks Skill Level 1 and STP 21-4 Soldier's Manual of Common Tasks Skill Levels 2-4 located online in the General Dennis J. Reimer, Training and Doctrine Digital Library at www.adtdl.army.mil. These online manuals are the most current.

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There will be no instruction/assistance on the M16A2 rifle qualification, candidates are required to know how to zero their weapon and know the fundamentals of marksmanship. There will be no instruction/assistance on the GPS, candidates will be trained on how to use the system prior to arrival at the competition. Scoring for the events are identified at enclosure 2.


15. Candidates and supervisors will report to the NCO/SOY Operations Center, building 9050 Fort Lee, VA. OCONUS personnel may report on 17 Sep 04, stateside personnel will report 18 Sep 04, not later than 1500 hours. Should you have any problems locating building 9050 or meeting the report time, call the operations center at (804) 734-7535, DSN 687-7535. Billeting at Fort Lee Lodging will be assigned upon arrival at the operations center. Cost of lodging while at Fort Lee will be \$36.00 per night. Candidates arriving in the area prior to the mentioned report times will be required to make arrangements for any billeting they may require. Billeting arrangements for Arlington, VA are being contracted at this time. Specific information will be provided at a later date.

16. Candidates and supervisors will wear the Army Green Service Uniform (class A) with all authorized awards and decorations for the board appearance. Casual civilian attire will be worn for the Saturday evening ice-breaker (dress slacks, open collar shirt, no jeans, equivalent casual attire for females). The Army Green Service Uniform (class B) will be worn for the tour of the National Capital Region. Fort Lee will provide kevlar with kevlar cover, LBE, two canteens, two ammo pouches, one first aid pouch and the M40 protective mask.

17. Points of Contact for this action are:

- a. Overall: SGM Dallman, HRC DCSOPS, DSN 221-3235, Comm. (703) 325-3235.
- b. Performance testing and Fort Lee: CSM Peat, CASCOM, DSN 687-1358, Comm. (804) 734-1358.
- c. Awards Dinner: SGM Gills, Executive Officer, Office of the Sergeant Major of the Army, DSN 225-2152, Comm. (703) 695-2152

7 Encls
as


KENNETH O. PRESTON
Sergeant Major of the Army

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DISTRIBUTION:

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ELIGIBLE MACOMs

FORSCOM

TRADOC

USFK

USAREUR

AMC

USARPAC

SMDC

MEDCOM

USASOC

NCR (USACE, USMA, MDW, INSCOM, PERSCOM, MTMC, CIC, DLA, DIA, TIM)

Note: Unified commands will go through their Army component command for DA NCO and Soldier of the Year Competition representation.

CENTCOM through 3d Army

JFCOM through FORSCOM

NORTHCOM through FORSCOM

EUCOM through USAREUR

SOCOM through USASOC

SOUTHCOM through USARSO

NOMINATION MEMORANDUM

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR SERGEANT MAJOR OF THE ARMY, 203 ARMY PENTAGON,
ROOM 3E677, WASHINGTON, D.C. 20310

SUBJECT: Nomination for the 2004 Department of the Army Noncommissioned Officer (or
Soldier) of the Year

1. The following individual has been selected as the NCO (or Soldier) of the Year for
(MACOM) and is nominated for the Department of the Army NCO (or Soldier) of the Year.

a. Name:

b. Rank:

c. PMOS:

d. SSN:

e. Unit:

f. Years of Service:

g. Time in grade:

h. Qualification in Arms (include type of weapon) (if applicable – some SM, assigned to
TDA units may not have a current qualification)

i. Service school(s) attended:

j. Decorations and Awards:

k. Civilian education:

l. Duty address and duty phone number:

m. Duty address and duty phone number of supervisor:

Office Symbol

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n. Name and address of next of kin:

o. Significant achievements in the last 12 months:

2. The nomination packet is enclosed.

Encl
as

C. S. Major
Command Sergeant Major, USA

Encl 2

PERSONAL DATA SHEET

Name:	John Q. Soldier
Rank:	PV1 - SFC
MACOM:	Nominating Command
MOS:	Candidate's primary MOS
TIS:	Years in the Army
Objective:	Long term and short term goals
Experience:	Personal work history, start with most recent and work backward
Military Education:	NCOES courses attended, start with most recent and work backward
Civilian Education:	Civilian schooling, start with most recent and work backward
Family:	Married/single (Names of spouse and children if applicable)
Hometown:	City/town and state
Personal Interests:	Hobbies, community involvement, etc.

Note: This information will be used in the preparation of the Awards Dinner program and will not be reviewed by board members as a part of the competition.

TENTATIVE SCHEDULE

2004 ARMY NCO/SOY COMPETITION

SAT 12 SEP	SUN 13 SEP	MON 14 SEP	TUE 15 SEP	WED 16 SEP	THUR 17 SEP	FRI 18 SEP	SAT 19 SEP
ARRIVE	APFT	M16 RANGE	MYSTERY EVENT	NCR TOUR	BOARD APPEARANCE		DEPART
BRIEFING	PERSONAL TIME	HANDS ON COMMON TASKS	TRANS TO WASH DC	PERSONAL TIME			SPIRIT OF AMERICA AWARDS DINNER
BILLETING	WRITTEN EXAM		BILLETING				
ICE BREAKER	LAND NAV: -DAY -NIGHT						

PERFORMANCE TESTING

AREA	MAXIMUM POINTS	SCORING
WEAPONS QUALIFICATION	50	SEE TABLE 1
APFT	50	SEE TABLE 2
LAND NAVIGATION	50	SEE TABLE 3
HANDS ON CTT	50	SEE TABLE 4
WRITTEN EXAM	50	SEE TABLE 5
MYSTERY EVENT	50	SEE TABLE 6
TOTAL POINTS	300	

TABLE 1 WEAPONS QUALIFICATION		
WEAPONS QUALIFICATION SCORE		
= PERFORMANCE SCORE		
40 = 50	31 = 31	
39 = 49	30 = 28	
38 = 48	29 = 26	
37 = 47	28 = 24	
36 = 46	27 = 22	
35 = 43	26 = 20	
34 = 40	25 = 18	
33 = 37	24 = 16	
32 = 34	23 = 14	

TABLE 2 ARMY PHYSICAL FITNESS TEST									
APFT SCORE = PERFORMANCE SCORE									
300 = 50	289-288 = 39	263-261 = 27	223-220 = 20						
299 = 49	287-286 = 38	260-258 = 26	219-216 = 14						
298 = 48	285-284 = 37	257-255 = 25	215-212 = 13						
297 = 47	283-282 = 36	254-252 = 24	211-208 = 12						
296 = 46	281-280 = 35	251-249 = 23	207-204 = 11						
295 = 45	279-278 = 34	248-246 = 22	203-200 = 10						
294 = 44	277-276 = 33	245-243 = 21	199-196 = 9						
293 = 43	275-274 = 32	242-240 = 20	195-192 = 8						
292 = 42	273-272 = 31	239-236 = 19	191-188 = 7						
291 = 41	271-270 = 30	235-232 = 18	187-184 = 6						
290 = 40	269-267 = 29	231-228 = 17	183-180 = 5						
	266-264 = 28	227-224 = 16	179-0 = 0						

TABLE 3 LAND NAVIGATION COURSE	
POINTS FOUND = PERFORMANCE SCORE	
DAY LAND NAVIGATION	NIGHT LAND NAVIGATION
5 = 25*	3 = 25
4 = 20	2 = 15
3 = 15	1 = 7
2 = 10	0 = 0
1 = 5	
TOTAL = 50	
* Point 5 will be found utilizing the Global Positioning System (GPS).	

TABLE 4 COMMON TASKS SL1
GO = PERFORMANCE SCORE _____
1 ST AID – 10
NBC – 10
DEFENSE MEASURES – 10
CASUALTY REPORTING AND HANDLING – 10
COMMUNICATE – 10
TOTAL – 50

TABLE 4 COMMON TASKS SL2
GO = PERFORMANCE SCORE _____
1 ST AID – 10
NBC – 10
SURVIVE – 10
NAVIGATE – 10
UNIT OPERATIONS – 10
TOTAL – 50

TABLE 5 WRITTEN EXAM
AWARD ONE POINT FOR EACH CORRECT ANSWER
TOTAL – 50

TABLE 6 MYSTERY EVENT
TOTAL - 50